



Town of Harpswell
Planning Office
263 Mountain Road
P.O. Box 39
Harpswell, ME 04079

Dear Applicant:

Welcome to the Town of Harpswell Planning Board process.

The Planning Board is established in accordance with the Town of Harpswell's Basic Land Use Ordinance § 12.2. All decisions reached by the Planning Board are in accordance with and governed by the Town of Harpswell's ordinances. Copies of all ordinances are available on line at www.harpswell.maine.gov or at the Town Office. It is recommended that you familiarize yourself with the requirements and standards of the Town's ordinances as applicable to your application review.

The regular meeting date of the Harpswell Planning Board is the 3rd Wednesday of each month. A complete application must be submitted to the Planning Office **NO later than three weeks prior to the next meeting**. The proper application fee must accompany the application.

Attached is the Planning Board application packet. Please use the checklist or refer to the ordinances as you prepare your application to determine completeness. You are encouraged to schedule a meeting with the Town Planner to discuss your proposal prior to submitting an application to the Planning Board. The Town Planner will be able to assist you in determining what type of application you need to submit, identify submittal materials required and answer any questions you may have. The Town Planner may be reached at (207) 833-5771 or e-mail ctukey@town.harpswell.me.us.



Town of Harpswell Planning Board Application

Name of Applicant: _____			
Mailing Address: _____		City or Town: _____	
State: _____	Zip: _____	Telephone: _____	
E-mail Address: _____			

Name of Property Owner: _____		Tax Map: _____	Lot: _____
Mailing Address: _____		City or Town: _____	
State: _____	Zip: _____	Telephone: _____	
E-mail Address: _____			

Name of Representative: (If applicable) _____			
Mailing Address: _____		City or Town: _____	
State: _____	Zip: _____	Telephone: _____	
E-mail Address: _____			

The undersigned requests that the Planning Board consider the following:

- | | |
|---|--|
| <input type="checkbox"/> 1. Site Plan Review (See Site Plan Review Ordinance § 14 for submission requirements) | <input type="checkbox"/> 2. Subdivision Review (See Subdivision Ordinance § 8 for submittal requirements) |
| <input type="checkbox"/> Pre-Application Review | <input type="checkbox"/> Pre-Application Review |
| <input type="checkbox"/> Plan Submission | <input type="checkbox"/> Preliminary Plan Submission |
| <input type="checkbox"/> Amendment | <input type="checkbox"/> Final Plan Submission |
| | <input type="checkbox"/> Amendment |
- ☐ 3. **Approval of Land Use in the Shoreland Zone**, see Table 1 in Shoreland Zoning Ordinance.
(See attached checklist for submission requirements.)
- ☐ 4. **Reconstruction on Non-Conforming Structure (Section 10.3.2) or Exemption for Non-Conforming Foundation (Section 10.3.1.2)**
(See attached checklist for submission requirements.)
- ☐ 5. **Wharf Approval** (Land Use Application, Deed and Sketch must accompany this request.)
- ☐ 6. **Other:** _____

Date: _____ Signature of Applicant: _____

Note that this review process summary and the submission checklist are provided only as a ready reference for your convenience. For a complete reading of the provisions governing development review in Harpswell, the applicant must refer to the Town of Harpswell land use ordinances, copies are available at Town Office.

BASIC PLANNING BOARD APPLICATION REQUIREMENTS

A complete application to the Planning Board for non-site plan or non-subdivision review consists of 10 copies of the following documentation: *(for Site Plan and Subdivision applications please refer to the ordinance(s) referenced on the Planning Board Application)*

1. ☐ Planning Board Application
2. ☐ Receipt of Fees
3. ☐ Land Use Application
4. ☐ Existing Conditions Site Plan to include the following information: (site plan drawn to scale)
 - ☐ Required setbacks for the edge of all boundaries (Building Envelope)
 - ☐ Zoning District Lines
 - ☐ Footprints and dimensions of all structures
 - ☐ Impermeable surface areas: includes all buildings, drives, parking areas etc.
 - ☐ High water line
 - ☐ Septic system location
 - ☐ Well location(s)
 - ☐ Square footage of lot
 - ☐ Abutting Roads
 - ☐ Road right-of-way widths if applicable
 - ☐ Amount of frontage if applicable
 - If applicable:
 - ☐ Wetlands
 - ☐ Streams, ponds, etc
 - ☐ USGS contours of 2ft (5 ft waiver, 20ft for basic application)
 - ☐ Erosion Control Plan
 - ☐ FEMA 100 yr floodplain line
5. ☐ Proposed Conditions Site Plan to show the following information:
 - ☐ All elements as required above and any changes thereof
6. ☐ Erosion control plan
7. ☐ Written description of proposed project/activity
8. ☐ Septic Plans (Subsurface Wastewater Design)
9. ☐ Letter of authorization if applicable
10. ☐ Any applications or permits from other agencies (MDOT, LOMA, DEP etc.)
11. ☐ Letter of financial capacity
12. ☐ Written description of significant archeological or historic sites/structures
13. ☐ Applicant's right, title or interest in the property (usually a copy of the deed)

HARPSWELL DEVELOPMENT FEE SCHEDULE

**REVISED RATES EFFECTIVE APRIL 1, 2007
(SEE SELECTMEN'S MINUTES OF 2/22/07)**

PLANNING BOARD APPLICATION	\$135.00
BOARD OF APPEALS –VARIANCE	\$135.00
BOARD OF APPEALS – ADMINISTRATIVE	\$100.00*
*revised October 18, 2007 by Selectmen	
*successful administrative appeal applicants will be refunded this fee	
SUBDIVISION APPLICATION	\$135 APPLICATION FEE AND \$150 PER LOT PLUS \$100 PER LOT OR DWELLING UNIT INTO TRUST ACCOUNT
SIGNIFICANT SUBDIVISION REVISION (Adding of Additional Lots)	\$150.00 PER LOT
MINOR SUBDIVISION REVISIONS (Changing of lot line, etc.)	\$135.00 APPLICATION FEE
SITE PLAN REVIEW	\$135.00 APPLICATION FEE PLUS THE FOLLOWING: \$50 - SIZE < 500 SQ. FT. \$250 - SIZE 500 – 20,000 SQ. FT. \$500 – SIZE > 20,001 SQ. FT.
LAND USE/BUILDING APPLICATIONS	
APPLICATION FEE	\$50.00 PLUS
PER SQUARE FOOT	\$.12
ADDITIONAL NON-CONFORMING APPLICATION FEE	\$75.00
ANNUAL RENEWAL	50% OF ORIGINAL
WHARF APPLICATIONS	\$150.00
SIGN PERMITS	\$25.00

**ANY OF THE ABOVE FEES WILL BE TRIPLED WITH A MINIMUM OF \$250 IF
WORK IS BEGUN WITHOUT A PERMIT.**